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A G E N D A

OFFICE OF LOGISTICS PRESENTATION  
TO THE DEPUTY DIRECTOR FOR ADMINISTRATION  
ON 3rd-QUARTER FY 85 ACTIVITIES

25X1

[redacted]  
Wednesday, 28 August 1985  
0930 hours

25X1

Overview of OL Activities/  
Accomplishments for 3rd Quarter

[redacted] IMSS

(10 min)

25X1

Update of Allied Corporation's Performance  
(including overseas projects); Comparison  
with GSA

[redacted] HOME

(10 min) \*

25X1

Overseas Facilities Support

[redacted]

RECD

(10 min) \*

25X1

Secure Printing for Sensitive Finished  
Intelligence

[redacted], P&PD

(10 min) \*

25X1

Video Update

[redacted]

RECD

(10 min) \*

25X1

Summary Remarks

Henry Mahoney, D/L

( 5 min)

Conceptual Demonstration of First Phase  
of Bar Coding

[redacted] SD/CD

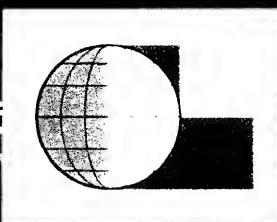
(15 min) \*

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\* Allotted times shown represent the maximum that should be devoted to each presentation, including questions and comments. Therefore, please hold prepared texts to approx. 5 minutes (7-10 minutes for the bar-coding demonstration).

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## FY 85 THIRD-QUARTER ACTIVITIES

25X1 **Overview of OL Activities/  
Accomplishments for Third Quarter** [redacted] C/IMSS

25X1 **Update of Allied Corporation's  
Performance** [redacted], HOME Div

25X1 **Overseas Facilities Support** [redacted] RECD

25X1 **Secure Printing for Sensitive  
Finished Intelligence** [redacted] DC/P&PD

25X1 **Video Update** [redacted] RECD

25X1 **Summary** [redacted] Henry Mahoney, D/L

25X1 **Conceptual Demonstration of First Phase  
of Bar Coding** [redacted]

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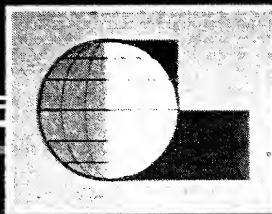
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## *Supply Operations*

### **Facilities Upgrade - [REDACTED]**

- **New gutters and downspouts [REDACTED] - completed.**
- **Commo Equipment Room - completed. Secure voice system operational.**
- **Bar-coding equipment installed.**
- **Third Wang Alliance word-processing system ordered (installation scheduled for early fall).**
- **Contracts initiated to repair roof and replace domestic water lines. (Roof repairs scheduled for completion in Sept; waterline work to begin in late fall.)**

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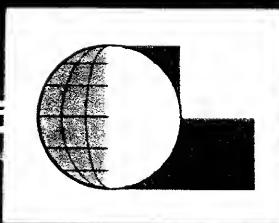
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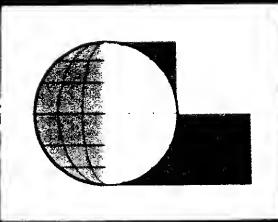
## *Supply Operations*

### Materiel Requests Processed

	<b>3rd Qtr, FY 84</b>	<b>3rd Qtr, FY 85</b>	<b>Percentage Change</b>
<b>Line-item requests</b>	<b>32,188</b>	<b>35,470</b>	<b>+10%</b>
<b>Letter requests</b>	<b>25</b>	<b>29</b>	<b>+16%</b>

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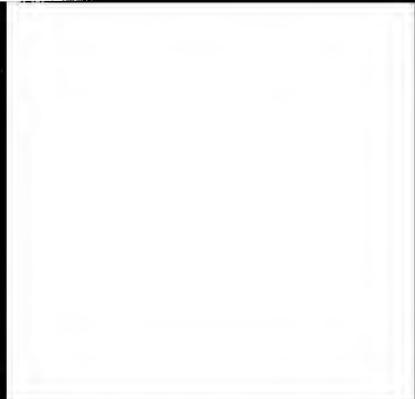


P  
H  
S

## ***Personnel and Training Activities*** **RECRUITMENT STATISTICS**

2nd Qtr      3rd Qtr

25X1  
**Applicant files/resumes reviewed**  
**Interviews requested**  
**Interviews scheduled**  
**Applicants placed in pre-process**  
**Applicants placed in process**  
[redacted] to OP)  
**Applicants entered on duty**



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## *Personnel and Training Activities*

- Finalized requirements for OL Training Task Force.
- Formulated Task Force for contract-officer recruitment.
- Provided support for reorganized Logistics Career Board and Evaluation Panels.
- Began processing external CT candidates to be sponsored by OL
- Worked with OTE on dedicated running of Selection Interviewing Workshop.

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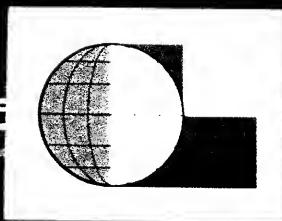
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PRINTING & PHOTOGRAPHIC

## *Printing and Photographic Activities*

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- Conducted first P&PD recruitment exercise [redacted]
- Completed the USSR ENERGY ATLAS.
- Implemented ink-color standardization on limited basis for map work.
- Completed installation of graphics package on digital prepress system. Enables--
  - Halftones and line art to be scanned and digitized.
  - Graphic to be viewed on terminal screen and edited by rotation, cropping, enlargement, and air-brushing.
  - Graphic to be output to phototypesetter or laser proofer.
- Converted microfilm caption cards from single-sheet to form feed.
  - Allows users to create captions on word processors.
  - Increased customer production three-fold.
- Obtained ACRB approval for six-color press.

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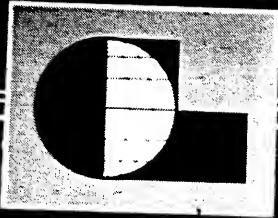
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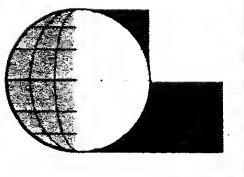
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## ***New Building Activities***

- Continued efforts on--
  - Day Care Center.
  - Completion of first level of parking deck.
  - Phase II of road-improvement design for 123 entranceway.
- Awarded contract for survey of Headquarters traffic and parking.
- Held meeting of CIA Traffic Advisory Committee.
- Arranged for delivery of the first--
  - New gas turbine-electric generator sets at the Powerhouse.
  - Steel for the new building.

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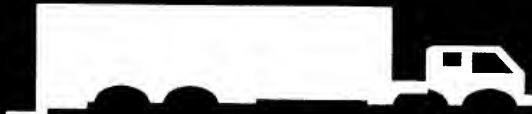
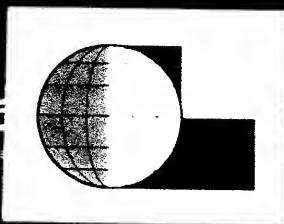


## ***Headquarters Operations, Maintenance and Engineering Activities Services - General***

- PROVIDED AROUND-THE-CLOCK, HOURLY COURIER SERVICE TO DI AND DO OPERATIONS CENTERS (THROUGH SEPTEMBER).
- DISPOSED OF 319 TRUCKLOADS OF CLASSIFIED TRASH THROUGH SOMAT (COMPARED TO 234 IN 2ND QUARTER). MADE FOUR TRIPS [REDACTED] TO INCINERATE 10 TONS OF CLASSIFIED WASTE.
- DEVELOPED PLANS TO SHIFT ALL RECEIVING ACTIVITY AND TRASH-DUMPSTER RECEPTACLES FROM NORTH DOCK TO SOUTH DOCK FROM JULY THROUGH JANUARY.
- RECEIVED 6,600 DELIVERED PIECES AT NEWLY ACQUIRED [REDACTED]
- RELOCATED 518 WORKSTATIONS (COMPARED TO 412 IN SECOND QUARTER).
- RELOCATED HEADQUARTERS SUPPLY ROOM FROM GJ 26 TO GK 69 (PROVIDES LARGER SELF-SERVICE STORE AREA). SOME 500 LINE ITEMS AVAILABLE.

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***Headquarters Operations, Maintenance  
and Engineering Activities***  
***Moving Services***

- SUPERVISED REMOVAL OF 11 TRAILER LOADS OF OLD FURNITURE - AND ASSEMBLY AND PLACEMENT OF NEW FURNITURE (1,400 CHAIRS AND 480 TABLES) IN NORTH AND SOUTH CAFETERIAS.
- MOVED 10 TRAILER LOADS [REDACTED] TO GSA FOR PTI OR DISPOSAL.
- DELIVERED 1,094 PIECES OF NEW MODULAR FURNITURE.
- PERFORMED MAJOR MOVES FOR -
  - 25X1 OTS AND OC [REDACTED]
  - 25X1 CPAS - 7TH FLOOR, HQ [REDACTED]
  - 25X1 OD&E [REDACTED]
  - 25X1 DDA COURIER OFFICE - KEY BUILDING

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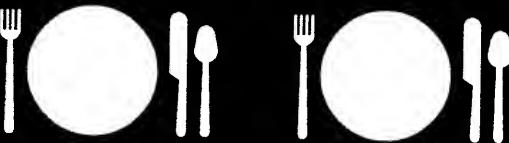
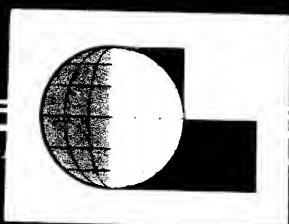
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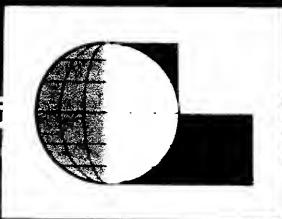


## ***Headquarters Operations, Maintenance and Engineering Activities Dining Services***

- DCI Dining Room:  
**65 functions provided, serving [redacted]  
525 meals served.**
- Executive Dining Room:  
**49 special functions catered, serving over 1000 persons.  
4100 meals served.  
400 special trays and coffee deliveries provided.**
- New Chef, waitress, and Assistant Manager arrived.
- Upgrades to EDR kitchen:  
**New full-size refrigerator and additional shelving added.  
New mixer and toaster, additional carpet,  
and small under-counter refrigerator ordered.**

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## ***Headquarters Operations, Maintenance and Engineering Activities Interior Design***

- Redesigned DCI Security Staff office and basement Ready Room.
- Supported exhibits on--
  - Employee Crafts**
  - Asian/Pacific Americans Fulfilling America's Promise**
  - Hot-Air Ballooning**
- Ordered new public-area benches for first and ground-floor corridors, Headquarters Building.
- Processed, funded, and posted new security regulations according to guidelines of Fine Arts Commission.
- Approved plans to redesign FAC Exhibit Hall, ID Headquarters--
  - using new track-riding display panels.
  - purchasing new cases with built-in locking casters.
  - using simpler method to display items at multiple levels.

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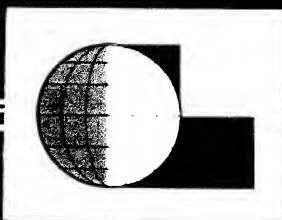
***Headquarters Operations, Maintenance  
and Engineering Activities  
Services - Headquarters Operations***

- INSTALLATION OF NEW 1500 KVA UPS SYSTEM  
SUPPORTS EXPANSION OF OIT SPECIAL CENTER AND THE SECURE TELEPHONE SYSTEM  
**COMPLETED**
- UPGRADE OF ELECTRICAL-SERVICE ENTRANCE TO HQ COMPOUND  
PLANS COMPLETED  
TRANSFORMER UNIT TO BE ENERGIZED BY END OF 4TH QUARTER  
WILL PROVIDE MORE RELIABLE ELECTRICAL SERVICE TO THE COMPOUND
- ROUTINE WORK REQUESTS

WORK-ORDER TYPE	NR RECEIVED	COST ESTIMATE	PERCENT COMPLETED
ELECTRICAL	150	\$ 60,000	86%
RENOVATIONS	110	880,000	60%
OTHER	480	24,000	92%

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## ***Headquarters Operations, Maintenance and Engineering Activities*** ***Services - Headquarters Operations***

\* RENOVATIONS OF OSO COMPUTER AND LAB AREAS GROUND FLOOR  
PHASE I COMPLETED

25X1

\* EXPANSION OF OIT SPECIAL CENTER, GC 57  
COMPLETED

25X1

\* RELOCATIONS OF NONSECURE TELEPHONE FRAME TO GROUND FLOOR  
RENOVATIONS FOR PHASE I COMPLETED  
PHASE II TO BE COMPLETED BY MID-AUGUST

25X1

\* EXPANSION OF SECURE TELEPHONE FRAME ROOM  
DESIGN WORK COMPLETED

25X1

\* 66 RENOVATIONS COMPLETED -

25X1

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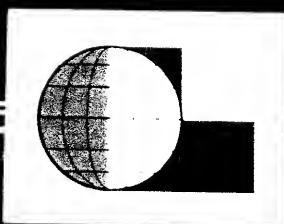
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**Services - Headquarters Operations**  
**Major Renovations**

Project	Location	% Compl	Contract Cost
AHU SMOKE DETECTORS	MECH ROOMS	48%	
POWER UPGRADE	PAPD	5%	
EXTERIOR WINDOW PAINTING	HQ BLDG	25%	
CPAS	6TH & 7TH F. COR.	75%	
CH. W. RISERS	CONV. SHAFTS	95%	
CATERERIA		72%	
SDO RENOVATIONS	1E26	45%	
ME RENOVATIONS	7TH CAD COR.	30%	

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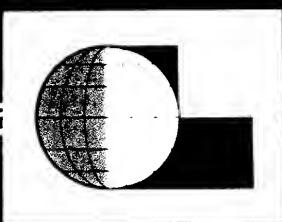


## ***Headquarters Operations, Maintenance and Engineering Activities Configuration Management***

- ORGANIZED FACILITIES MANAGEMENT BOARD
- CONTRACTED [REDACTED] FOR FOUR EXPERIENCED CM PROFESSIONALS TO -
  - ASSIST IN SETTING UP CM OPERATIONS
  - TRAIN PERSONNEL
  - WRITE DOCUMENTATION
- CHAIRED SUBCOMMITTEE REVIEWING RECOMMENDATIONS FOR LIGHTER COLORS FOR DOORS AND WALLS
- PROVIDED MEMBER OF A&E SELECTION COMMITTEE FOR DAY CARE CENTER
- PREPARED AGENCY SPACE ALLOCATION DOCUMENT
  - 20 BUILDINGS
  - 3.8 MILLION SQUARE FEET
- EXAMINED SEVEN VARIATIONS OF EXPANDING P&PD BUILDING -
  - ASSOCIATED PARKING AND UTILITY-SUPPORT PROBLEMS

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## *Real Estate and Construction Activities*

25X1      • DESIGN REVIEW FOR [REDACTED] ON SCHEDULE. TOTAL FUNDS RESERVED:  
25X1 [REDACTED]

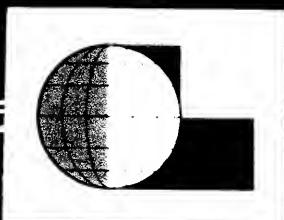
25X1      • INITIATED CO-OP ROTATION PROGRAM  
25X1      • BEGAN/CONTINUED DESIGN/CONSTRUCTION FOR -  
25X1      [REDACTED]

25X1      FBIS SATELLITE GROUND STATION [REDACTED]  
25X1      OS - [REDACTED]

25X1      • SURVEYED SUPPLEMENTAL HOUSING [REDACTED] ARRANGED FOR RENTAL SURVEY  
25X1      • EFFECTED \$120,000 SAVINGS PER YEAR ON ELECTRICAL SERVICE TO TWO  
25X1      DIRECT-LEASED BUILDINGS

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## *Real Estate and Construction Activities*

- \* DELEGATED AUTHORITY TO CONTRACT FOR MINOR REPAIRS/ALTERATIONS UNDER \$1,000
- \* COMPLETED A&E DESIGN FOR RENOVATION OF TSS SHOPS AND OFFICES [REDACTED]
- \* OBTAINED SPACE FOR - [REDACTED]

25X1

25X1

- \* BEGAN RENOVATIONS TO AMES BUILDING FOR OIS - CONSTRUCTION IN FOUR PHASES
- \* COMPLETED RENOVATION OF SPACE [REDACTED] FOR OSO MOVE [REDACTED]
- \* COMPLETED NEGOTIATIONS FOR LEASING [REDACTED] 1ST FLOOR/BASEMENT/WAREHOUSE
- \* INSTALLED [REDACTED] GATE/ASPHALTED WALKWAY CONNECTING [REDACTED]
- \* REASPHALTED UPPER LEVEL OF AMES PARKING LOT [REDACTED]

25X1

25X1

25X1

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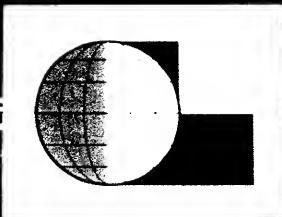
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***Real Estate and Construction Activities***  
***Leases***

25X1  
**Direct leases administered:**

**59**

**Monthly lease payments:**

**Apr**

**May**

**June**

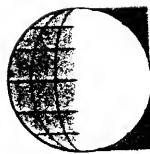
**3rd Qtr total**



25X1  
**3rd Qtr SLUC payment to GSA:**



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## **SUMMARY OF DIRECTORATE-LEVEL OBJECTIVES**

<b>REPORTABLE OBJECTIVES</b>	<b>25</b>
<b>CANCELLED</b>	<b>2</b>
<b>COMPLETED</b>	<b>9</b>
<b>TO BE COMPLETED IN 4TH QTR</b>	<b>3</b>
<b>ONGOING</b>	<b>11</b>

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Attachment B

## SIGNIFICANT ACCOMPLISHMENTS BY THE OFFICE OF LOGISTICS IN FY 1985

25X1 An easy-to-read field guide was published and distributed to area divisions for dissemination to overseas personnel. The purpose of the guide is to assist personnel in the field perform a variety of logistics tasks. [redacted]

25X1 25X1 25X1 The fifth edition of the Government Liability for Personal Property Claims was published in May 1985 to acquaint employees with the procedures for the submission and adjudication of claims for the loss, destruction, and damage to personal property. This edition elaborates on [redacted] the Agency regulation that implements the Military Personnel and Civilian Employees' Act, and provides a listing of category limits which is not found in the regulations. [redacted]

25X1 In the last several months, a new Logistics Career Board and Evaluation Panel System has been established. [redacted]

25X1 25X1 25X1 The [redacted] is experiencing a record level of activity. For example, materiel packed at [redacted] in FY 1985 will increase 25 percent over FY 1984. This growth is on top of the nearly 100-percent increase experienced between FY 1979 and FY 1984. [redacted]

25X1 [redacted]  
The new \$16-million parking garage located in the West Parking Lot area is essentially complete. The first level of the three-level, 2400-car structure was opened for employee parking 29 July 1985. The second level will open in September and the third, when completed, will be reserved for contractor parking during construction of the new Headquarters Building. [redacted]

25X1 25X1 25X1 25X1 In an effort to obtain office space for our expanding work force, the first floor of the [redacted] Building and the warehouse located on the [redacted] Building compound have been acquired from [redacted]. Some of the space in the warehouse facility will be configured into offices and the remaining space will be used for storing materiel. [redacted]

25X1 The maintenance and operation of all Agency buildings other than Headquarters is now managed by the External Building Operations Branch (EBOB), a newly established branch in Real Estate and Construction Division. [redacted]

S E C R E T

25X1      On 1 October 1984, the Agency assumed full responsibility for maintenance and operation of the Headquarters complex. To assist in this endeavor, a contract was signed with Allied Eastern States Maintenance Corporation for maintenance, operation, repair and facility renovation support. [redacted]

25X1      With the approval of a Configuration Management Plan in March 1985, the Agency took its first step toward configuration management control of its Headquarters facility. [redacted]

25X1

25X1      A Contract Administration and Settlement Branch was established within Procurement Division to manage, administer, follow up and settle contracts. [redacted]

**S E C R E T****SIGNIFICANT OL ACCOMPLISHMENTS - FY-1984**

The single most notable accomplishment of the Office of Logistics (OL) in FY-84 has been the response to a significant increase in workload for all logistical functions. Procurements reached the highest level in history. The number of line items introduced into the supply system increased by fifteen percent from FY-83. OL assumed the workload inherent with takeover of operation and maintenance of the Headquarters Building. The new building construction activity increased with receipt of final approval from the National Capital Planning Commission. Growth in customer demands for printing and photographic services occurred across the board. Real estate and engineering support services grew in the acquisition of space, property, and modifications for domestic and foreign facilities. [redacted]

25X1  
The growth in requirements was met by enhancements to existing systems, capital improvements, exploiting the availability of automated systems, reorganization, more efficient operations and delegations of authority and responsibility. The use of Wang systems greatly assisted in the processing of procurement orders. The response to materiel requests was met by enhancements and interfaces in automated systems (ICS, GAS, CONIF), establishment of [redacted]

25X1  
[redacted] facilities upgrade, electronic requisitioning and bar coding. The Logistics Services Division was reorganized into the Headquarters Operations Maintenance and Engineering Division to better meet the demands for total maintenance of the Headquarters complex and other metropolitan area buildings. A maintenance and operation contract for the Headquarters Building was awarded to Allied Corporation, who began performance in March 1984. The George Hyman Construction Company began site work for the new Headquarters building in April, and the project's official groundbreaking ceremony was held in May 1984 with the President of the United States in attendance. Authorities were obtained from GSA in the areas of construction modifications. TDY engineering assistance increased to foreign field to respond to expanded technical requirements. Printing and photographic capabilities were increased by capital improvements and new capital acquisitions. [redacted]

25X1  
The above accomplishments are only a sampling of OL's response to increased taskings in FY-84. They are discussed in more detail in the paragraphs that follow, which are divided into logistics functional areas. [redacted]

**S E C R E T**

S E C R E T

## NEW BUILDING PROJECT

New Building Design and Construction: The Headquarters Building Expansion design was completed, and on 28 June 1984, the National Capital Planning Commission gave its final approval for all site and building designs. Major new building construction activity began on 28 April 1984, with the award of a contract to The George Hyman Construction Company for site work, foundations, and the erection of a parking deck. On 28 May 1984, the President of the United States attended the project's official groundbreaking ceremony. A contract was awarded to MCI Constructors, Inc., for the renovation of the Headquarters Powerhouse on 28 June 1984. [redacted]

Space Planning: Space assignment plans for the new and existing Headquarters buildings were developed, and a series of briefings on these plans were conducted for senior Agency managers.

A management plan has been developed to control all activity related to the design, procurement, and installation of major communications, ADP, and security systems required for beneficial occupancy of the New Building. [redacted]

## PROCUREMENT

Workload Highest in History: The procurement workload increased to the highest level in history. Because of a lack of journeyman contract officers, most of the work was successfully performed and continues to be done by personnel who would be considered trainees in other Government agencies. [redacted]

Contract Settlements: A significant reduction was made in contract settlement through the diligent efforts of two part-time contract employees (both retired Agency employees). The last audit report stated that Procurement Division has effectively reduced the settlement backlog and recommended that the Director of Finance implement the same kind of program to complete the settlement process. [redacted]

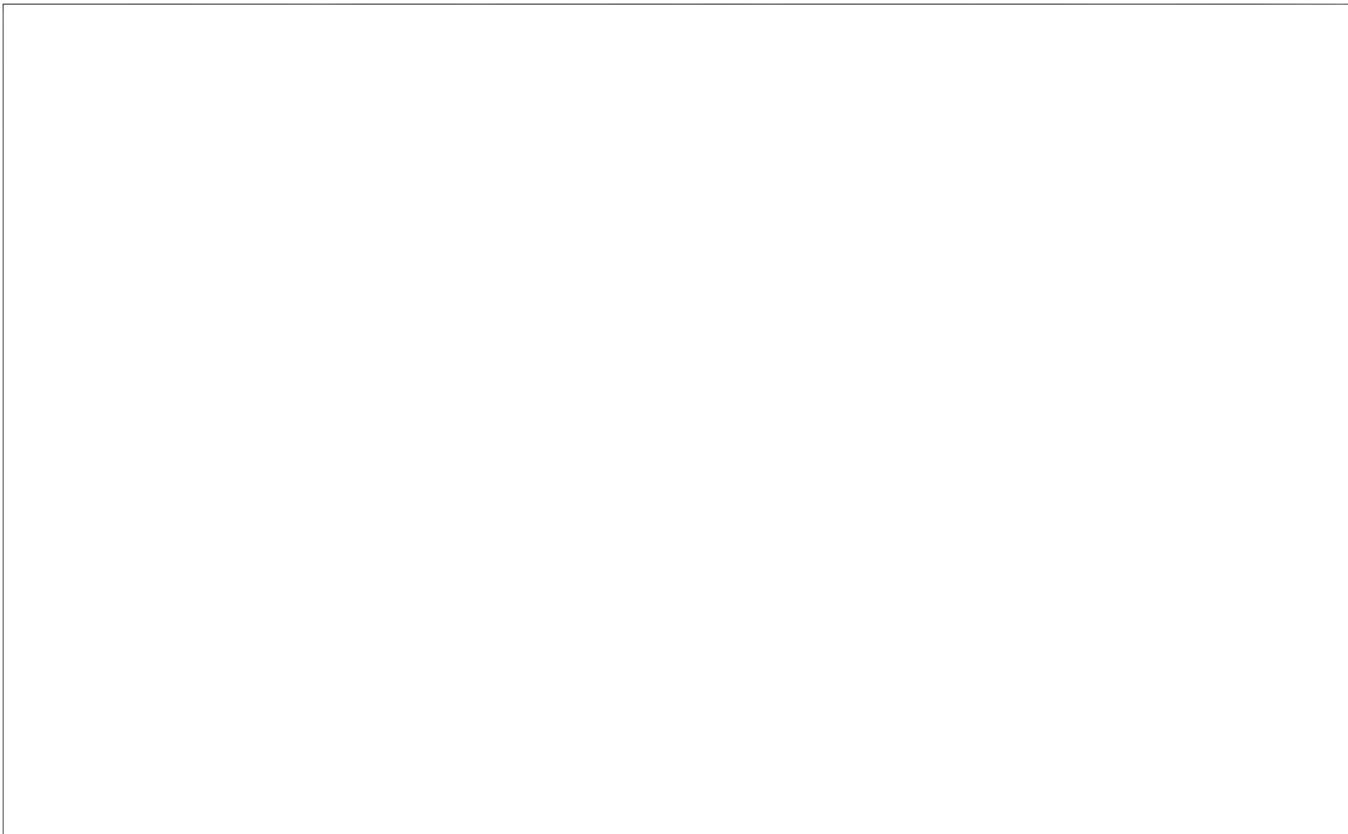
Major Negotiations: Significant contract negotiations occurred with the Mercury termination and redirection and with C&P Telephone Company of Virginia for relocation of cables at Headquarters. Three new major prime contracts were definitized and form the bridge for the transition from the old Mercury to the new Mercury. Negotiations with C&P resulted in a savings of over \$700,000. [redacted]

Payment Discounts: Discounts for prompt payment totaled \$1,367,165, with \$452 paid in penalties. [redacted]

S E C R E T

**S E C R E T****SUPPLY MANAGEMENT AND OPERATIONS**

25X1

**MAINTENANCE, OPERATION AND ENGINEERING AT HEADQUARTERS**

Maintenance and Operation of HEADQUARTERS: A Memorandum of Understanding was signed by the General Services Administration in February 1984, which transferred to the Agency the responsibility for maintenance and operation of the Headquarters building. To more effectively achieve this goal, the Logistics Services Division, OL, became the Headquarters Operations, Maintenance and Engineering Division, OL. A Maintenance and Operation contract was awarded to Allied Eastern States Maintenance Corporation, who began assuming responsibilities from GSA in March. Full assumption of responsibilities is planned for January 1985. [ ]

25X1

[ ] Building Move: In December 1983, [ ] Building was occupied by the Offices of General Counsel, Medical Services, Personnel, and Security. The move consisted of 615 work stations, 352 safes, and 300,000 boxes of classified material, adding up to a grand total of 320,000 boxes. The completion of the [ ] Building and its occupancy by these offices was accomplished through a team effort by many individuals in OL. Planning began months in advance, and a myriad of details had to be addressed--parking, relocation of

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25X1 furniture and safes, communications, data processing centers, food service, mail and courier service, shuttle-bus transportation, movement of classified material, security, escorts, and a well-organized plan to actually effect the moves. [redacted]

New Parking Program at Ames, Key, and Chamber of Commerce Buildings: On 1 July 1984, the Government took over the financial responsibility for Agency parking at Ames, Key, and Chamber of Commerce Buildings, and individual employees may no longer lease parking spaces directly from the building manager. This new parking program was begun in order to enhance the security and safety of personnel working in these buildings by restricting and controlling vehicle access to them. Guard booths, closed circuit television cameras, and parking control arms operated by a coded access card are being installed. OL has responsibility for issuing parking permits and coded access cards as well as for administering the program. [redacted]

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PRINTING AND PHOTOGRAPHY

Digital Prepress: FY-84, the third year of a multi-year objective to automate the labor-intensive prepress function in P&PD, resulted in:

- (1) A revised RFP and contract award for a batch and interactive pagination system.
- (2) Replacement of EDCOM Laserite V platemaker with two, larger format, laser platemakers.
- (3) A second CAMEX "forms" terminal with improved capability was purchased to bring OL to state-of-the-art in the computer-assisted publication world. [redacted]

Video Production Support: During 1984, P&PD made three acquisitions which will greatly improve production turnaround and support to the many consumers of video tapes:

- (1) A Dynair Electronic Switching Assembly, which will permit simultaneous reproduction of up to 60 videotapes.
- (2) A film frame-rate projector and a video tape editor, which are being installed to assist in conversion of film media to video format.

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[Redacted]

Auditorium/1A07 Upgrade: The video projection system in the Headquarters Auditorium has been replaced with a state-of-the-art General Electric system, which is currently providing auditorium users with a sharper and more balanced large screen television picture. The motion picture projector has also been upgraded to provide users with a more stable and brighter image.

Classroom 1A07 Headquarters is presently being equipped with an in-flight, large-screen video projection system to replace the small television monitor facility. Closed circuit television cable has also been extended from the auditorium to Room 1A07 to provide live video for overflow attendance.

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REAL ESTATE AND CONSTRUCTION ACTIVITIES

Delegation of Authority: Discussions with GSA resulted in a Delegation of Authority to the Agency to perform direct construction modifications on domestic communications installation projects in all federally owned or leased buildings. This resulted in Agency design and contracting for the [Redacted] Expansion project to implement Communication Equipment Room construction.

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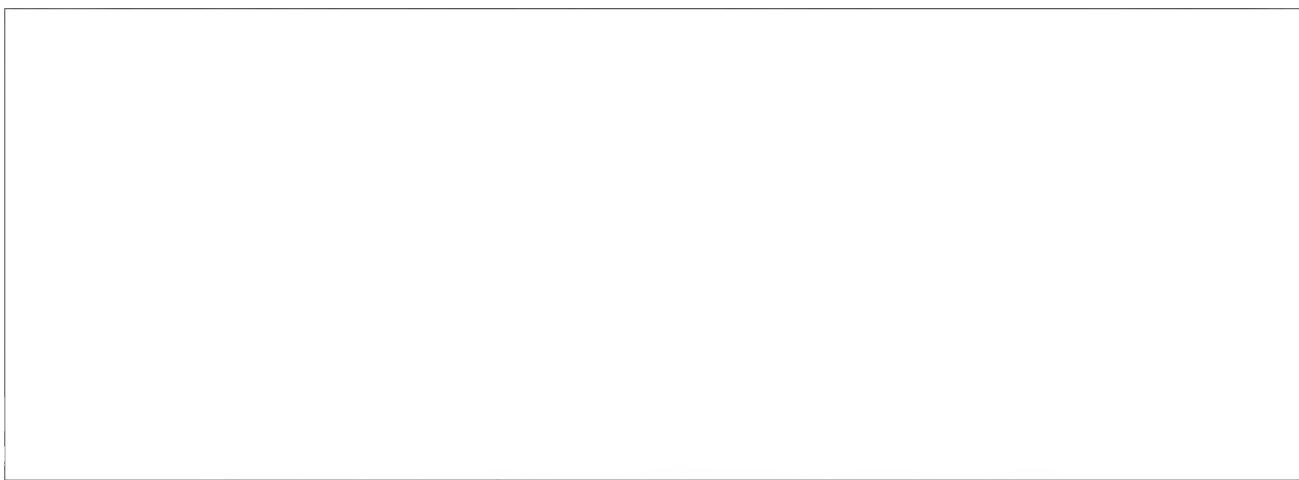
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#### LOGISTICS INTEGRATED MANAGEMENT SYSTEM (LIMS)

25X1      Preliminary and Critical Design Reviews: The LIMS development contractor, [REDACTED], conducted a Preliminary Design Review (PDR) for the LIMS system in March of this year. During the review, [REDACTED] demonstrated a clear understanding of the LIMS requirements and presented a design approach for the overall system that will meet OL's and OF's needs. The [REDACTED] design included utilization of the computer's capability to the maximum extent possible which will improve the ability of OF and OL to respond to the needs of their customers.

25X1      LIMS software will be designed and delivered in thirteen discrete segments or work packages. The Critical Design Review (CDR) for the first work package took place in June of this year. During this CDR it became evident that [REDACTED] needed more time to acquire sufficient understanding of our detailed requirements, so the CDR was cancelled. During the latter part of June and July, numerous technical exchange meetings were held to discuss the requirements. This temporary delay in the LIMS schedule provided [REDACTED] an opportunity to fully understand our needs. CDR was rescheduled and successfully completed in early August.

25X1      [REDACTED] is currently involved in creating software for work package one. This software will be submitted for testing in 14 segments and the first two were delivered on 05 November. [REDACTED]

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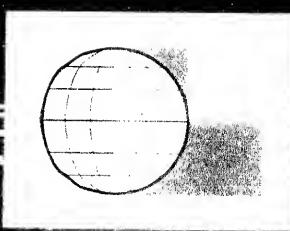
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## ***Allied Significant Accomplishments (January through June 1985)***

- Developed and placed into effect a comprehensive P.M. program for the Headquarters Complex.
- Planned, coordinated, and executed a major chilled water outage 24 through 27 May 1985.
- Responded to twelve utility emergencies caused by construction activities with only minimal impact on Agency operations.
- Procured and installed on extremely short notice air handlers for three distinct areas of the building to resolve critical overheating problems.
- Initiated generation of two megawatts of power daily.
- Surveyed, tested, repaired and restored to proper operation the fire alarm systems in the Headquarters and P&PD buildings.
- Developed and placed into effect comprehensive training programs for custodial, mechanical, craft, and clerical employees.
- Established a Headquarters Warehousing Operation at [redacted] complex.
- Automated the Work Order System.

- Allied has suffered no lost time accidents.
- Allied has not committed any security violations.

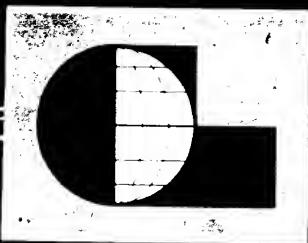
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## Work Order Statistics

### Work Orders Received and Completions January through June 1985

MECH/ HVAC	ELEV.	CARP.	ELECT	PLUMB	PAINT	CUST	POWER	TOTAL
Previous Cumulative W.O. Not Completed	8	0	50	163	40	22	6	0
Work Orders Received	1508	120	1592	4262	1147	131	1402	270
Work Orders Completed	1338	120	1513	4381	1156	120	1392	270
New Cumulative W.O. Backlog	178	0	129	44	31	33	16	0
								431

Notes:

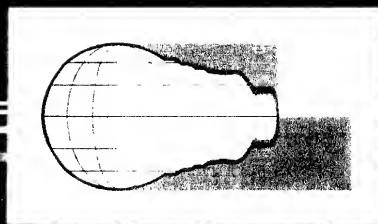
1. Out of 6,235 Trouble calls received, 5,689 were completed within a 48 hour period (91%).
2. During this 6 month period, 1,081 OMB (2620's) were received and 1,087 were completed, thereby reducing the 2620s backlog by 26. Approximately 149 W.O.s remain on backlog at the end of June.

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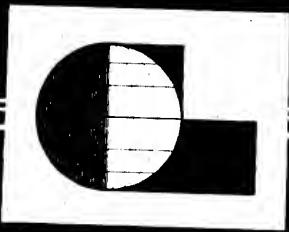
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## *3rd Quarter Design Review*

		1984	1985
<b>1 —</b>	<b>Number of jobs received during 3rd quarter</b>	<b>44</b>	<b>74</b>
<b>2 —</b>	<b>Number of jobs backlogged</b>	<b>139</b>	<b>68</b>
<b>3 —</b>	<b>Number of jobs completed</b>	<b>52</b>	<b>122</b>
<b>4 —</b>	<b>Number of jobs in process</b>	<b>16</b>	<b>39</b>
<b>5 —</b>	<b>Square footage designed during 3rd quarter</b>	<b>29,000</b>	<b>61,000</b>



## ***Warehouse Statistics***

**Warehousing approximately 300 line items  
of government supplies.**

**Receiving approximately 1000 pieces of furniture and  
3000 pieces of supplies per month from commercial vendors.**

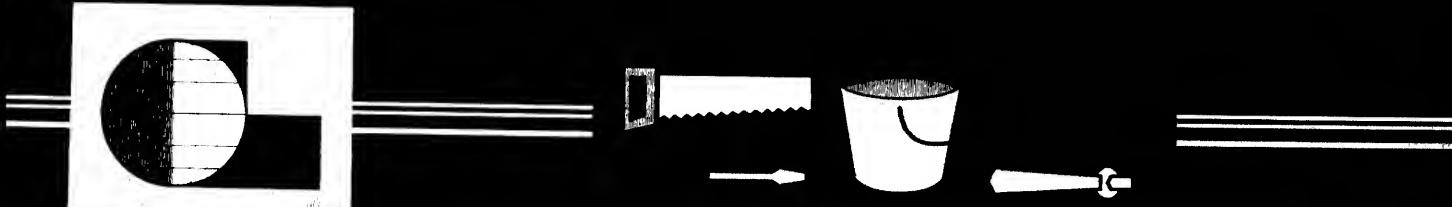
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## "TIGER TEAM"

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### Manning

Craft Supervisor	1	Maint. Mech. Carpenter	4
Project Supervisor	1	Maint. Mech. Painter	2
Lead Electrician	1	Maint. Mech. Refrigeration	2
Main Mech. Electrician	1	Maint. Mech. General	2
Lead Carpenter	1	Maint. Mech. Plumber	1
		TOTAL	21

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